



TRANSFER POLICY

Policy Governance

Policy Title	TRANSFER POLICY	
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
DCSS Director		
Policy Custodian	DCSS	
Policy Author	DCSS	
LLF Consultation Date		
LLF Consultation Reference	(ITEM #)	
Council Approval Date	PENDING	
Council Approval Reference	(COUNCIL RESOLUTION NUMBER)	
DCSS Director		
Policy Approved	PENDING	
Policy Inception Date	DATE OF APPROVAL AT COUNCIL	
Review Cycle Period	2 YEARS (AS AND WHEN NECESSARY)	
Review Start Date		
Review Completion Date	(AFTER NECESSARY CONSULTATION AND SUBSEQUENT APPROVAL)	
Legislative References	<ul style="list-style-type: none"> • Constitution of RSA Employment Equity Act, 1998 (Act 55 of 1998); • Skills Development Act, 1998 (Act No. 97 of 1998); • The Basic Conditions of Employment Act, 1997 (Act No.75 of 1997); • Labour Relations Act, 1995 (Act 65 of 1995); • Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); • Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) • The Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 (Act No.4 of 2000) (PEPUDA) 	

	<ul style="list-style-type: none"> • Collective Agreements • The South African Qualifications Authority (SAQA) • Government Gazette Act No, 40167 of the 29 July 2016. • Any relevant legislation. 	
Policy Review "Triggers"	CHALLENGES	
Comments	PER REQUEST	

Document Control Sheet

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Name of the Policy: Transfer Policy

Distribution List

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Revision	Page Number	Date	Description of Amendment
New	All	New document
Annual review		Annual review
Annual review		Annual review

Document Approval

This document has been approved for use by Council as per the process outlined below:	
Recommended by:	Local Labour Forum dated..... as per item Portfolio committee dated..... as per item Mayoral committee dated..... as per item
Approved by:	Council
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Date:	(Date/Month/Year).....

TABLE OF CONTENTS

- 1. PREAMBLE**
- 2. SCOPE OF APPLICATION**
- 3. INSTANCES UNDER WHICH TRANSFER CAN BE DONE**
 - 3.1. Production Transfer
 - 3.2. Remedial Transfer
 - 3.3. Shift Transfer
 - 3.4. Individual request for Transfer
 - 3.5. Other Transfer
- 4. ELIGIBILITY FOR TRANSFER**
- 5. INITIATION OF TRANSFER AND TRANSFER PROCEDURE**
- 6. DISPUTE RESOLUTION**
- 7. DELEGATIONS**
- 8. UPKEEP OF THE POLICY**

1. PREAMBLE

- 1.1 Rustenburg Local Municipality is committed to provide career development opportunities for its employees and further recognises that employee motivation, productivity and retention are dependent upon people working in jobs that are well suited to their interests and therefore offers and encourages transfer opportunities for current employees.
- 1.2 In seeking to foster an open and supportive environment which will assist personal growth, the municipality takes the position that individuals are responsible for the planning and management of their careers. To facilitate this individual responsibility, the municipality has established a wide range of policies and programs, including study aid policy.
- 1.3 The municipality encourages employees to take advantage of development opportunities whether such careers are aligned to the work they are employed for or not. Transfer from one position to another in this municipality is part of this process. Employees are welcome to discuss opportunities in confidence with their Managers at any given time.

2. SCOPE OF APPLICATION OF THIS POLICY

This policy shall be applicable to the municipality as the employer and its employees excluding councillors.

3. INSTANCES UNDER WHICH TRANSFER CAN BE DONE

Transfer in itself refers to the movement of employees from one job to another within the same organisation where salary level is the same.

3.1. Production transfer

Production transfer may be done by filling the position in the directorate to address operational needs in the directorate. This is to prevent the layoffs from the municipality and is also good to adjust existing staff rather than to employ new ones.

3.2. Remedial transfer

Remedial transfer may be done where rectification of wrong selection or placement of employee is sought or advised. If an employee cannot reasonably adjust and or be kept in the given job for any other reason he can be transferred to the job where he can use his/her skills and abilities accordingly.

3.3. Shift transfer

In multi-shift disciplines like essential services employees may be transferred from one shift to another due to their personal reasons like health problems, studies or other sound and confirmed family problems.

3.4 Individual request for transfer

Individual request for transfer is to be considered by Directorate Corporate Support Services in consultation with the relevant directorate based on the merits of each case and consideration of operational requirements.

3.5 Other transfers

Transfers due to sanctions following disciplinary cases etc.

4. ELIGIBILITY FOR TRANSFER

Only permanent employees with a minimum of three (3) years' service are eligible for transfer.

5. INITIATION OF TRANSFER AND TRANSFER PROCEDURE

5.1 Employees may find opportunities within their own Directorates or elsewhere in the municipality and request that a transfer be done in terms of clause 3.4.

5.2 Any request for transfer shall be concluded within a period of three (3) months. The period for the accomplishment of transfer shall remain the prerogative of the employer. Any difficulties which arise in the working relationship as a result of an employee's decision to seek another position should be discussed with the Director Corporate Support or his/her nominee to seek immediate resolution.

5.3 Transfer dates should be arranged through two directorates involved, with support of the Director Corporate Support Services or his/her nominee. At least two weeks' notice should be given to the transferee directorate before the date of transfer for it to prepare reasonable accommodation for the employee being transferred. Further logistical human resource related arrangements shall be taken care of by the transferee directorate together with Unit Manager Human Resource and the relevant directorate.

5.4 Transfer shall not be utilised by any official and, or applicant as means for procedural promotion but must be used solely as a change in job responsibility in lieu of the type of transfer that will have been done, (refer to instances under which transfer can be done).

5.5 All delegations and nominations relating to the implementation of the policy shall be in writing.

6. DISPUTE RESOLUTIONS

An employee who holds that a transfer initiated in terms of this policy is handled unfairly by the municipality is entitled to lodge a complaint/grievance in terms of the grievance procedure of the municipality.

7. APPROVAL OF TRANSFERS

All transfers shall be approved by the Municipal Manager.

8. UPKEEP OF THIS POLICY

The Office of the Director Corporate Support Services shall be responsible for the upkeep of this Policy.

Signed by the Parties and witnesses on the following date and place:

Date..... **Place**.....

a. Municipal Manager
.....

b. SAMWU Chairperson
.....

c. IMATU Chairperson
.....

d. Witness (1)
.....

e. Witness (2)
.....